

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: GORRE, ELVIRA B.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.96</b>

TOTAL NUMERICAL RATING : 4.96  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING : \_\_\_\_\_  
FINAL NUMERICAL RATING : 4.96  
ADJECTIVAL RATING : OUTSTANDING

**Prepared by:**

  
**ELVIRA B. GORRE**  
Administrative Assistant II  
ITEEM

**Reviewed by:**

  
**ELIZA D. ESPINOSA**  
Director, ITEEM

**Recommending Approval:**

  
**DENNIS P. PEQUE**  
Dean, CFES

**Approved:**

  
**BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs

July-December 2022

**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ELVIRA B. CORRE, Administrative Assistant II of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY to DECEMBER, 2022.

  
**ELVIRA B. CORRE**

RATEE

**Approved:**

  
**ELIZA D. ESPINOSA**

DIRECTOR, ITEEM

  
**DENNIS P. PEQUE**

DEAN, CFES

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: SUPPORT TO OPERATION SERVICES										
OVPI MFO 2. Faculty Recruitment/Hiring Services										
	PI 2. Recruitment/hiring of faculty based on needed competencies and aligned with ISO standards	Number of faculty recruited/hired based on needed competencies and aligned with ISO standards	Prepares all the required documents (from letter of request - up to the recommendation to hire)	-	3	5	5	5	5	1. Ceniza, LCE 2. Mejica, ACA 3. NUÑEZ, EMG
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance with all requirements thru the established/ adequate implementation, maintenance, and improvement of the QMS of the core processes of the College/department under ISO 9001:2015	A 44. Compliance with all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that the QMS core processes of the university are complied with in performing administrative tasks	zero non-conformity	zero non-conformity	5	5	5	5	



MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	PI 1. Submission of the Institute PPMP for the following year within the deadline as prescribed by BAC	On-time submission of PPMP	Reviews/corrects entries in the PPMPs and determines prioritization of schedules of acquisitions	On-time submission	Submitted on time	5	5	5	5	
	PI 2. Customer-friendly frontline services	Zero percent complaints from clients served	Provides customer-friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
	PI 5. Attendance to the Institute's/college's meetings	Number of monthly/ special faculty & staff meetings attended	Attends meetings by ITEEM and CFES	-	5	5	5	4	4.67	
	PI 6. Additional Outputs	Number of attendance to various virtual and face-to-face meetings, and webinars	Attends virtual and face-to-face meetings/webinars	-	11	5	5	5	5	1. Re-orientation and Orientation in Filling Up the SALN Form, Nov 28 2. AACUP Level III, Phase 2 Accreditation, Opening Program, Oct 12 3. AACUP Level III, Phase 2 Accreditation, Evaluation Presentation, Oct 13 4. 122 <sup>nd</sup> Civil Service Anniversary Culmination Program , Sep 27 5. ISO 9001:2015 Awareness and Re-Awareness Seminar, Aug 30 6. Re-orientation of the eDAST System, Aug 19 7. Webinar on "Mandanas Ruling and the Prospects of NTA-Independent LGUs", Aug 4 8. Guidelines on Gender Based Sexual Harassment in Higher Education Institutions, Aug 3 9. Pneumonia Disease & Prevention, July 27 (3PM) 10. Conference on Gender and Disaster Risk Governance, July 27 (9AM)

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
										11. Document Review of Planning Forms with Co-Process Owner, July 13
		Number of actions performed as a committee member in support to the attainment of the university's mission	Performs responsibilities as a BAC TWG member for Printing Services	-	8	5	5	5	5	<ul style="list-style-type: none"> <li>- Reviewed and acted on requests via HRIS and printed documents (5);</li> <li>- Online meetings (3): <ul style="list-style-type: none"> <li>• Bid Opening for Printing Services, Nov 8</li> <li>• Pre-Bidding Conference for Printing Services, Aug 27</li> <li>• Pre-Bidding Conference for Printing Services, Aug 2</li> </ul> </li> </ul>
		Number of reports reviewed, finalized, consolidated, laid out/designed	Reviews, consolidates, lays out and finalizes reports	-	3	5	5	5	5	R&D Semi-Annual Report; PASAR Assessment 2022; GHD Marine Cable Project Reassessment ( <i>partial layout</i> )
		Number of IMs, IEC materials, markers, posters, signages, certificates, plaques, etc., effectively designed and laid out for the general functions of the Institute in support to the attainment of the University's mission	Effectively conceptualizes/ designs/lays-out posters, markers, signages, citizens charter, organizational structures, certificates, plaques, programs, invitations, and other IMs and IECs for the general functions of the Institute	-	375	5	5	5	5	ITEEM IMs for Baybay Fiesta 2022 Exhibit (2); RDE Symposium posters (2); TED marker (1); BSES & MSTREC brochures ( <i>draft layout</i> ) (2); Tribute to the graduates (9); Pinamanagan project signage (3); VSU-Restor Lab label (1); Nagoya professors' visits (17); ITEEM Christmas Lunch-Together (5)
		<i>Number of copies printed for the laid-out materials</i>	Prints copies of materials for dissemination	-	180	5	5	5	5	Reports (6); Certificates (44); Invitations/Programs (100); Activity envelopes (30)
		Number of documents barcoded for online tracking	Photo-scans and registers documents to HRIS, and generates bar codes for online tracking	-	48	5	5	5	5	



MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		Number of documents prepared/reviewed and acted upon:								
		<i>Number of documents reviewed/checked and countersigned for the Director's signature</i>	Reviews/checks and countersigns documents for the signature of the Institute Director	-	200+	5	5	5	5	
		<i>Number of faculty workloads prepared, reviewed, finalized and approved (Projected Faculty Workload, Actual Faculty Workload, Individual Faculty Workload)</i>	Prepares Projected, Actual, and Individual Faculty Workloads of ITEEM faculty	-	13	5	5	5	5	<ul style="list-style-type: none"> <li>Projected Faculty Workload (3 adjusted versions);</li> <li>Actual Individual Faculty Workload (1);</li> <li>Individual Faculty Workload (9)</li> </ul>
		<i>Number of IPCR + exhibits and OPCR (targets and accomplishments) prepared</i>	Prepares IPCR (incl. exhibit attachments) and OPCR, accomplishments, and targets: a) Checks and finalizes IPCR of admin staff, and consolidates data for OPCR; b) Reviews entries of OPCR and IPCR; c) Computes IPCR ratings by the immediate supervisor; d) Prepares all attachments for IPCR accompl.; e) Prints required number of copies; f) Binds, and have everything ready for submission	-	44	5	5	5	5	<ul style="list-style-type: none"> <li>OPCR Jan-June 2022 Accomplishments (1);</li> <li>IPCR Jan-June 2022 Accomplishments + exhibits (42)</li> <li>OPCR Jan-Dec 2023 Targets (1)</li> </ul>
		<i>Number of project/research and affiliate faculty appointments prepared</i>	Prepares appointments for project/study leaders and affiliate faculty	-	14	5	5	5	5	Appointments of affiliate faculty for the 1 <sup>st</sup> Sem., AY 2022-2023

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		<i>Number of memoranda, notices, and communications prepared</i>	Drafts official communications, memoranda, and notices	-	15	5	5	5	5	
		<i>Number of DTRs generated and printed</i>	Generates and prints DTRs	-	12	5	5	5	5	Also of other staff (1) with no access to a computer
		3-5 minutes retrieving of documents filed efficiently	Electronically files documents and performs regular backing-up; Periodically checks hard copy files	Files, 1-5 minutes retrievable	Files, 1-3 mins. retrieval	5	5	5	5	
		Percent promptness and effectiveness in answering, responding, acting, and/or relaying messages in any platform (phone, IP, e-mails, SMS, messenger, etc.)	Promptly answers/ responses/acts and/or relays official communications/ messages on any platform	90%	100%	5	5	5	5	
		Percentage of the functionality of office/lab equipment monitored and maintained	Monitors, and assures the functionality of assigned desktop and laptop computers, printers/scanners, and other peripherals	90%	100%	5	5	5	5	Includes troubleshooting of hardware and software of the assigned PCs, laptops, and its devices/peripherals
		Number of other assigned tasks performed in support to the general functions of the Institute	Manages the Institute's main library/archive	1	1	5	5	4	4.67	
		Zero reports and/or claims on negligence of office's safety, due to cautious inspection conducted daily before the office closes	Also takes responsibility for the safety of the office, and conducts an inspection before the office closes	No report/ claims on negligence received	No report/ claims on negligence received	5	5	5	5	
<b>TOTAL OVERALL RATING</b>						5.00	5.00	4.91	4.97	



Average Rating (Total Over-all rating divided by 4)	19.88	<b>4.97</b>
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		<b>OUTSTANDING</b>

## Comments &amp; Recommendations for Development Purpose:

*Always shows exceptional work performance.*

Evaluated &amp; rated by:

  
**ELIZA D. ESPINOSA**

DIRECTOR, ITEEM



DATE

Recommending Approval:

  
**DENNIS P. PEQUE**

DEAN, CFES

DATE

Approved:

  
**BEATRIZ S. BELONIAS**

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

DATE

1 - Quality    2 - Efficiency    3 - Timeliness    4 - Average

**"EXHIBIT G"**

**Performance Monitoring and Coaching Journal**

	1 <sup>st</sup>	<b>Q U A R T E R</b>
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. ELIZA D. ESPINOSA
NAME OF STAFF	<b>ELVIRA B. GORRE</b>

ACTIVITY	MECHANISM			REMARKS	
	MEETING		MEMO		OTHERS (Please specify)
	ONE-ON-ONE	GROUP			
MONITORING		July 19, 2022		Notice of meeting	Submission of IPCR 2022 (Jan-June) accomplishments for consolidation to the OPCR 2022 (Jan-June) accomplishments
	As needed				Follow up AACCUP compliance report as member task force on Areas I (VMGO), II (Faculty), III (Curriculum and Instruction) and Area X (Administration) for BSES and MSTREC programs
	As needed				<ul style="list-style-type: none"><li>Ensures that all the QMS core processes of the university and preparations and timely submission of required documents (OPCR, IPCR, FWL, Faculty appointments, PPMP, faculty and admin. staff hiring, etc.) as prescribed in the accreditation tools are complied with.</li><li>Follow-up attendance to important webinar meetings in support to ITEEM operations</li></ul>
COACHING		July 19, 2022	OP Memo #634 & 639		<ul style="list-style-type: none"><li>Cascading of the OP memo in connection to AACCUP evaluation schedule (Oct. 12-14, 2022)</li><li>Task Force for the online AACCUP Accreditation (Level III) of the BSES and MSTREC Program</li></ul>

NOTE: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

**ELIZA D. ESPINOSA**  
Immediate Supervisor  
Director, ITEEM

Noted by:

**DENNIS P. PEQUE**  
Next Higher Supervisor  
Dean, CFES



"EXHIBIT I"

## Performance Monitoring Form

NAME OF EMPLOYEE: ELVIRA B. GORRE

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Provides customer-friendly services and assistance	Customer-friendly services	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Exceptional
2.	Performs as the Institute's administrative assistant: <ul style="list-style-type: none"> <li>• Monitors/co-supervises admin staff, SAs;</li> <li>• Coaches' young/newly hired co-staff, when necessary;</li> <li>• Reviews/checks entries of documents for processing;</li> <li>• Reviews and countersigns documents for the Director's signature;</li> <li>• Prepares appointments for project/study/component leaders and affiliate faculty;</li> <li>• Prepares Faculty Workloads: Projected, Actual and Individual;</li> <li>• Prepares/consolidates OPCR and IPCR targets and accomplishments, and their attachments;</li> <li>• Consolidates annual report of the Institute;</li> <li>• Prepares all the documents required for hiring of academic or administrative personnel (from letter request until the recommendation to hire);</li> <li>• Bar codes outgoing documents for processing (incl. photo-scanning and HRIS registration for tracking);</li> <li>• Reviews/assigns control number and registers outgoing ISO-aligned documents;</li> <li>• Prepares letters/notices/memoranda, overtime requests for staff; overtime reports;</li> <li>• Monitors &amp; acts official e-mails, IP and other messages on other platforms;</li> <li>• Checks document file folders;</li> <li>• Electronically files documents;</li> </ul>	Exceptionally supported and sustained the administrative, instruction, and research & extension project-based activities	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Exceptional
3.	As the Institute's desktop publisher and training facilitator: <ul style="list-style-type: none"> <li>• Designs/conceptualizes/lays-out for tarpaulin printing:               <ul style="list-style-type: none"> <li>○ Billboards, streamers, banners, backdrops, signages, markers, posters, citizen's charters, organizational</li> </ul> </li> </ul>	Effectively designed Information, Education, and Communication (IEC) materials and/or	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Incomparable; Delivers more than what is expected

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
	structures/personnel directory, room/building labels, and the like; • Designs/conceptualizes/lays-out and/or prints, for desktop and other types of paper printing: <ul style="list-style-type: none"> <li>○ Invitation programs/cards, flyers, brochures, nametags, certificates;</li> <li>○ Reports, manuals, learning guides, coffee table books/books, booklets, pamphlets, and other IECs and IMs;</li> </ul> • Designs/conceptualizes/lays-out plaques of recognitions, mugs, bags, activity t-shirts; • Designs/conceptualizes/lays-out PowerPoint presentations; • Designs/conceptualizes/lays-out e-banners/covers for the virtual classes, and e-posters of activity announcements for online postings; • Assists in the facilitation of trainings/workshops conducted by the institute/college/university;	Instructional Materials (IMs) in all formats, for the general function of the Institute, the College, and the University, in general.						
	• Serves as a member of the Technical Working Group (TWG) for Printing Services of the VSU Bids and Awards Committee (BAC)	Tasks as TWG member responsibly performed	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
4.	• Performs responsibilities as a member of the other different committees of the Institute/College/ University	Tasks to other committee membership responsibly performed	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
5.	• Oversees management of the Institute's main library/archive	Organized library/archive	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
6.	• Attends meetings by ITEEM and CFES	Actively participates to the meetings	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	

\*Either very impressive, impressive, needs improvement, poor, very poor

\*\*Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

**ELIZA D. ESPINOSA**  
 Immediate Supervisor





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2022

Name of Staff: GORRE, ELVIRA B.

Position: ADMINISTRATIVE ASSISTANT II


**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards the attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond the official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC, and similar regulatory agencies within a specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters, and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which result as a best practice that further increases the effectiveness of the office or satisfaction of the clientele	5	4	3	2	1
11.	Accepts objective criticisms and open to suggestions and innovations for the improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		59				



B. Leadership & Management (For supervisors only to be rated by higher supervisor)						Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors					5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.					5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.					5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.					5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit					5	4	3	2	1
Total Score										
Average Score						4.92				
Overall recommendation:										
Deserving a step higher position.										

  
**ELIZA D. ESPINOSA**  
 Printed Name and Signature  
 Head of Office



## Employee Development Plan

NAME OF EMPLOYEE	ELVIRA B. GORRE
PERFORMANCE RATING	
AIM	To be updated in the new techniques and software on desktop publishing, graphic, and webpage designing.

Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date: Feb 2022

Target Date: Feb 2022

First Step: One-on-one discussion on upgrading her capabilities in desktop publishing and webpage designing.

Result: The agreement was to recommend Ms. Gorre for a training on new techniques on layout and web design with the corresponding procurement of updated software and equipment for the job. This time, a face-to-face attendance to training was considered.

Date: August 2022

Target Date: October 2022

Next Step: Request to send Ms. Gorre to a training on new techniques on layout and web design, and procure updated software and equipment for desktop publishing job.

Outcome: Web designing and new desktop publishing techniques acquired/enhanced.

Final Step/  
Recommendation: Scholarship grant and approval from the scholarship committee to attend face-to-face training on new techniques on layout and web design.

*Note: Admin staff development plan from last year will be same this year with minor revisions and if budget allows for the training.*

Prepared by:

**ELIZA D. ESPINOSA**  
Unit Head

Conformé:

**ELVIRA B. GORRE**  
Ratee